

OPERATIONAL GUIDANCE FOR ESTABLISHING CAPITOL CAMPUS USE RATES

Purpose Statement:

To ensure that campus use rates are established in an open and consistent manner and in compliance with other agency requirements.

These procedures are in addition to the rules and other requirements governing activities on the capitol buildings and grounds (Capitol Campus)

Action:

Establishment of new guidance

Review Cycle:

Beginning of each biennium.

Date Approved:

March 16, 2010

Approved By:

/s/
Linda Villegas Bremer
Director

Related information:

- [WAC 236-17-310 There is no fee for free speech and assembly activity permits](#)
- [WAC 236-17- 410 Private and commercial activities may be charged applicable fees](#)
- [Procedure - Permitting use of the capitol buildings and grounds](#)
- [Operational Guidance – Scheduling support services for activities on the capitol buildings and grounds](#)

Guidance Statement

General Administration (GA) will establish a rate schedule for activity permits and services provided by GA in support of [free speech](#), [government](#), [private](#) and [commercial](#) activities held on the Capitol Campus and make the rate schedule available for public inspection on the GA website.

Each biennium, Visitor Services will review the Campus Use Rate Schedule with the GA Finance Office and adjust the rates as necessary. The rate review will be completed in time to go into effect on July 1 of the next biennium. The GA Facilities Division head will approve the rate schedule prior to posting on the GA website.

When the level of service cannot accurately be determined in advance of an activity, costs will be addressed through a negotiated contract.

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Forms

- [Campus Use Rate Schedule](#)

Definitions

- *Commercial activity* means an activity that promotes, creates, or exchanges commercial products or services. Commercial activities include, but are not limited to, advertising, fund-raising, buying or selling any product or service, encouraging paid membership in any group, association or organization, or the marketing of commercial activities. Commercial activities do not include such activities by or for government entities.
- *Free speech and assembly activity* means an activity for the purpose of communicating information or ideas to others that will draw the attention, attendance, or participation of others. Free speech and assembly activities include, but are not limited to, assemblies, marches, rallies, performances, community events, press conferences, demonstrations, celebrations, ceremonies, speeches and other similar expressive activities.
- *Government activity* means an activity sponsored by government for the conduct of government business.
- *Private activity* means an activity that is not open to the general public. Private activities include, but are not limited to, banquets, receptions, award ceremonies, weddings, concerts, dances, and seminars.

History

Amended:

N/A

Supersedes:

There are no prior versions.

Original effective date:

March 15, 2010

To obtain a copy of a historical policy, e-mail the GA Policy Office at policy@ga.wa.gov

POLICY FEEDBACK

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